

City of Norfolk

Building Construction Services Division Policy

Policy Admin 04-06 Third Party Inspections

Third party inspections are an accepted industry practice in cases where a private sector inspector performs an ordinary inspection that is required by the Virginia Uniform Statewide Building Code.

Third Party Inspections

Section 115 of the Uniform Statewide Building Code states, in part:

115.8.1. Approved inspection agencies. The building official may accept reports of inspections and tests from approved individuals or approved inspection agencies, which satisfy qualifications and reliability requirements. Under circumstances where the building official is unable to make the inspection or test within two working days of a request or an agreed upon date, the building official shall accept reports for review from such approved individuals or agencies. Such reports shall be in writing and shall be certified by the individual inspector or by the responsible officer when the report is from an agency.

Note: Photographs, videotapes or other sources of pertinent data or information may be considered as constituting such reports and tests.

The following conditions apply to Third Party Inspections and inspectors:

1. Third party inspectors are permitted to conduct an ordinary inspection under certain circumstances that include the following conditions.
 - a. If City of Norfolk inspector is not able to arrive at an inspection site within 48 hours of request.
 - b. For unusual or special projects where timeliness of inspection is critical to the construction process such as weather conditions or unusual construction.
 - c. For other unusual conditions or circumstances approved by the Code Official
2. Third Party Inspections are considered to be the exception and not a routine practice. They should be approved prior to the issuance of a building permit except for unusual circumstances such as weather or unusual construction. Third Party Inspectors must be approved prior to the issuance of a building permit. Their approval will be based on their qualifications as outlined in item 3b.
3. Third Party Inspectors:
 - a. May not have a direct relationship with the project (they cannot inspect their own work).
 - b. Inspection personnel must be approved in advance and be experienced in the aspect to be inspected and be either:
 - i. Registered Design Professional, or
 - ii. Certified by the International Code Council, or by the State of Virginia in the category of construction being inspected, or
 - iii. Certified by the National Institute for Certification in Engineering Technologies (NICET) in the category of construction being inspected, or
 - iv. Other approved credentials or related job experience approved by the Code Official.
4. Approval of Inspections:
 - a. Third party inspectors will submit a report of approval of inspections to this office within 5 working days, in the form of a completed Third Party Inspection Statement Form that enumerates the type of inspection performed and any limit of construction work inspected.
 - b. Certification of the inspection by the third party inspector will be in accordance with the approved plans and the current edition of the Virginia Uniform Statewide Building Code.